

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO:** 18/2014  
**OPENING DATE:** 04/30/2014  
**CLOSING DATE:** 05/21/2014  
**POSITION TITLE:** SUPERVISORY ACCOUNTANT, FSN-11\* (Full Performance Level)  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID/Central Asian Republics/Almaty, Kazakhstan

**MAJOR DUTIES:** Under the direct supervision of the Chief Accountant, the incumbent:

1) serves as the head of the Budget & Accounting Section and is directly responsible for the development and supervision of seven professionals; 2) is responsible for discharging the day-to-day accounting and transactional processes performed by the Finance Management Office; 3) is responsible for the installation and maintenance of the financial management system for budgeting, funds control, accounting, cash management, disbursing, and financial reporting for the four countries supported by the USAID Central Asian Regional Mission, USAID/Kyrgyz Republic Mission and USAID/CAR's ICASS Alternate Service Provider (ASP) financial services; 4) under the supervision of the Chief Accountant coordinates the development and execution of the support budgets for the Mission; 5) manages Phoenix (a comprehensive USAID Financial System); 6) conducts a wide variety of analyses in support of regional programs; 7) performs accounting for other USG-served agencies in Momentum (the Department of State's Financial System); 8) generates complex financial reports for USAID/Kyrgyzstan, the Regional CAR Mission and ASP customers and management; 9) serves as backup to the Chief Accountant; 10) performs other duties as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

#### **Education, skills and experience (70%):**

**\* Trainee Level (FSN-10):** University degree in accounting, finance or business administration. Minimum six years of progressively responsible experience in professional accounting or auditing with a large organization preferably international. A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology. Must have excellent highly developed analytical and planning skills, and the ability to interpret and apply sound accounting principles and financial management techniques.

**\* Full Performance Level (FSN-11):** Minimum qualifications at the Trainee Level, plus: Minimum two years of financial management experience with a U.S. Government agency (preferably with USAID). Experience and thorough knowledge of USG and USAID's financial systems and applications. A thorough knowledge of appropriations law and accounting procedures used to maintain, reconcile, balance, and close complex accounts.

**Candidates not meeting Full Performance Level (FSN-11) requirements will be considered and, if selected, hired at Trainee Level (FSN-10).**

**Teamwork/Interpersonal and Communication Skills (20%):** Excellent written and oral communication skills. Ability to maintain effective working relations with Americans, locally-engaged staff, and host country officials.

**Language skills (10%):** Level IV (Fluent) English and Russian languages.

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov) by COB Wednesday, May 21, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.